# THE NAVAJO NATION Department of Personnel Management JOB VACANCY ANNOUNCEMENT

REQUISITION NO	): <b>DNR122</b>	13917		DATE POSTEI	D:	06/07/17	
POSITION NO: 209264		4		CLOSING DATE:		OUF	
POSITION TITLE:		_	Land Support Agent				
DEPARTMENT NAME / WORKSITE:		DNR / General Land De	evelopment Department / Wind	ow Rock, AZ			
WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	<b>V</b>	GRA	DE/STEP:	AB60A	
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	□ NO. OF HRS./WK.:	\$	28,600.00	PER ANNUM	
		SEASONAL: TEMPORARY:	DURATION :	\$	13.75	PER HOUR	

#### **DUTIES AND RESPONSIBILITIES:**

Contacts land users for consent on proposed development projects on Navajo fee and trust lands for rights-of-way, leases and permits. Explains proposed project development and egotiates with land user on compensation for damages and for non-comensation (waivers). Secures permission on Navajo Nation consent forms. Utilizes the GPS handheld device to show land users the exact location of the proposed project area site.

Communicates via email, personal visits, and phone. Complies contact information, including legal documents and uploads into the Navajo Nation System for recording.

Prepares field clearance reports and travel reports; meets with chapter officials, grazing officials or landboards and other concerned tribal or non-tribal entities, makes presentations, prepares reports on project statuses, scans/digitizes documents, including maps, legal surveys, land status reports and maintains database and hardcopy files of all transctions; may serve as a witness in court proceedings; attends staff, chapter, committee meetings and occasionally attends traininngs.

## QUALIFICATION REQUIREMENTS: (Education, Experience and Training) Minimum Qualifications:

• High-School Diploma/GED with supplemental colleges courses in basic information technology or closely related studies; and two years of experience in obtaining consents from affected land users.

### **Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation is required.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

### **Special Knowledge, Skills and Abilities:**

Incumbent must obtain a Navajo Nation Vehicle Operators Permit within 90 days of date of hire. Incumbent must be able to demonstrate fluency in both the Navajo and English languages. Must be able to work independently and be computer literate; maintaining detailed information in software programs and skilled in researching, communicating both orally and in writing.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.

Revised: 02/26/2014